



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Review and Take Action, if Necessary, Regarding Frequency and Scheduling of City Council Meetings and Informal Informational "Shirtsleeve" Sessions.

MEETING DATE: March 5, 2003

PREPARED BY: Deputy City Manager

RECOMMENDED ACTION: That the City Council review and take action, if necessary, regarding frequency and scheduling of City Council meetings and informal informational "Shirtsleeve" sessions.

BACKGROUND INFORMATION: During the January 14, 2003 "Shirtsleeve" Session, the City Council discussed the frequency and schedule of Council meetings (Attachment "A"). Information presented by staff included a survey conducted by the City Clerk's Office (Attachment "B") with additional comments from the City Manager and City Attorney. The overall discussion was initiated as a response to recent Council meetings concluding after 2:00 a.m.

In an effort to ensure that City business is conducted in a timely and open manner, Council should consider the following options:

1. Keeping the present schedule
2. Beginning the Council meetings earlier (i.e. 5:30 p.m.)
3. Eliminating the Tuesday morning informal informational "Shirtsleeve" Sessions and initiating weekly evening Council meetings
4. Scheduling the "fifth" Wednesday of the month as an extra Council Meeting
5. Scheduling "Shirtsleeve" Sessions prior to the regular evening Council meetings
6. Scheduling "Shirtsleeve" Sessions on an "as-needed" basis

It is staff's recommendation that the City Council maintain the current schedule of twice-monthly Council meetings and weekly "Shirtsleeve" Sessions. Additionally, staff recommends that Council recognize that "Shirtsleeve" Sessions are important for the City Council to develop a base of knowledge prior to regular Council meetings.

Funding: None

Thank you,


Janet S. Keeter
Deputy City Manager

Attachments

APPROVED: _____


H. Dixon Flynn -- City Manager

02/25/03

LODI CITY COUNCIL – MEETING SCHEDULE
TOPICS FOR DISCUSSION

EXHIBIT A

Regular Meetings

- Start time change?
- If earlier, should Closed Sessions be held prior to or after the regular meeting?

Example: If regular meetings begin at 5:30 p.m., the closed session held prior to the meeting would begin at 4:00 or 4:30 p.m.

- Weekly meetings?

If so, there are four months out of the year with five Wednesdays – should weekly meetings be limited to 4 times a month?

Shirtsleeve Sessions

- If regular meetings are held each week, should Shirtsleeve Sessions be eliminated?
- Should Shirtsleeve Sessions be held each week OR scheduled on an "as needed" basis?
- Start time change?
- Does "Shirtsleeve" adequately describe informational meetings?

Suggestion: "Study Session"

Minutes

- If meeting frequency increases – in an effort to conserve staff time, should the minute preparation style be changed to action minutes?

SURVEY REGARDING COUNCIL MEETINGS							
City/Population	Regular Meetings & average length	When Closed Sessions Are Held	Informational Meetings	Minute Style	Agenda/Packet Prepared By	Clerk Staffing	
Chico 66,000	1 st and 3 rd Tuesdays 7:30 p.m.; average 3.5 hrs.	Before regular meetings.	Full day quarterly work sessions; and one full day meeting in June to discuss the budget	Action minutes.	City Clerk's Office.	Four full-time positions.	
Clovis 75,000	1 st , 2 nd , and 3 rd Mondays; 7:00 p.m.; average 3 hrs.	After regular meetings.	As-needed.	Summary minutes.	City Manager's Office.	Two part-time staff members.	
Davis 67,000	Every Wednesday; 6:30 p.m.; average 5-6 hrs.	Before regular meetings.	None.	Action minutes.	City Clerk's Office.	Two full-time staff members.	
Elk Grove 81,800	1 st and 3 rd Wednesdays 6:30 p.m.; average 5 hrs.	After regular meetings.	None.	Summary minutes.	City Clerk's Office.	Three full-time staff members and one part-time.	
Galt 21,000	1 st and 3 rd Tuesdays 7:30 p.m.; average 3 hrs.	Before regular meetings.	As-needed.	Action minutes.	City Clerk's Office.	Three full-time staff members.	
Manteca 53,000	1 st and 3 rd Mondays 7:00 p.m.; average 4 hrs.	Before regular meetings.	As-needed.	Action minutes.	City Clerk's Office.	Three full-time staff members.	
Merced 65,363	1 st and 3 rd Mondays 7:00 p.m.; average 2.5 hrs.	Before regular meetings.	None.	Action minutes.	City Clerk's Office.	Two full-time staff members.	

EXHIBIT B

Modesto 200,000	1 st , 2 nd , and 3 rd Tuesdays 5:30 p.m.; average 4 hrs.	Before regular meetings.	None.	Action minutes.	City Clerk's Office.	Seven full-time staff members.
Redding 80,000	1 st and 3 rd Tuesdays 7:00 p.m.; average 2 hrs.	Before regular meetings.	Quarterly.	Summary minutes.	City Clerk's Office.	Nine full-time staff members and one part- time.
Roseville 90,000	1 st and 3 rd Wednesdays 7:00 p.m.; average 3 hrs.	Before regular meetings.	Quarterly.	Action minutes.	City Clerk's Office.	Eight full-time staff members.
Stockton 250,000	Every Tuesday 5:30 p.m.; average 4 hrs.	Before regular meetings.	As-needed.	Comprehensive summary minutes.	City Manager's Office.	Nine full-time staff members and two part- time.
Tracy 65,643	1 st and 3 rd Tuesdays 7:00 p.m.; average 3 hrs.	Before regular meetings.	None.	Summary minutes.	City Clerk's Office.	Two full-time staff members and one part- time.
Turlock 59,367	2 nd and 4 th Tuesdays 7:00 p.m.; average 1.5 to 2 hrs.	After regular meetings.	Council conducts a once-a-year forum with its boards & commissions, and regularly scheduled budget workshops.	Action minutes.	City Clerk's Office.	Three full-time staff members and one part- time.
Woodland 50,314	1 st and 3 rd Tuesdays 7:00 p.m.; average 4 hrs.	Before regular meetings.	Study sessions are held monthly on the 4 th Tuesday at 7:00 p.m.	Comprehensive summary minutes.	Prepared jointly City Manager's and City Clerk's Offices.	One full-time staff member.

filed 3-5-03
S. Hitchcock
Item I-2

Question: *What approach does your city use to most effectively and efficiently do the City's business, including special sessions for items like the budget?*

Merced:

Regular meetings: meet twice a month beginning at 7:00 p.m.

Closed sessions: held as needed from 6:30 p.m. to 7:00 p.m. and continued after regular meeting if necessary

Study sessions: held at 5:30 p.m. to 6:30 p.m. before council meeting

Manteca:

Regular meetings: meet twice a month beginning at 7:00 p.m.

Closed sessions: as required begin at 6:00 p.m. or 6:30 p.m. ahead of regular meetings

Study sessions: begin at 6:00 p.m. before regular meetings as needed

Budget sessions: held on the 2nd & 4th Monday (alternate Mondays of regular meetings) starting at 6:00 p.m. Budget document presented to Council three weeks before adoption; council members are provided a matrix to enter questions on and staff responds with copies to all council members. City Manager's informal verbal discussions with individual council members are summarized in written memo to all council members. Matrix and memo are discussed at budget meetings

Modesto:

Regular meetings: three times a month beginning at 5:30 p.m.

Closed sessions: held ahead of regular meetings beginning at 4:30 p.m. during council dinner

Study sessions: Council has four council sub-committees (Finance, Audit, Economic Development & Community & Safety) with three council members on each committee (any council member can attend committee meetings and often do) that meet at 5:30 p.m. as independently scheduled. Good public attendance averages 6 to 30 people.

Budget: presented to council in April and adopted two months later.

Stockton:

Regular meetings: meets 4/5 times a month (every Tuesday) beginning at 5:30 p.m. (council dinner from 5:00 p.m. to 5:30 p.m.) meetings usually end at 10:00/11:00 p.m.

Closed sessions: held prior to 5:00 p.m. time adjusted as needed

Special Sessions: Study session on non-action items held from 7:30 a.m. to 9:00 a.m. about ten times a year.

Budget: tentative budget out in February for Mayor's recommendation, final to Council May 1 and adopted May 31 after three to four special sessions.